

**PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, November 20, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Jamir, Supervisor Schadewald

Excused: Supervisor Steffen, Supervisor De Wane

Also Present: Mary Reinhard, Chad Weininger, Brent Miller, Supervisor Landwehr, August Neverman, Kristen Hooker, Paul Zeller

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:35 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of October 23, 2014.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

2. Review Minutes of:

a. Brown County Housing Authority (October 20, 2014).

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

3. Communication from Supervisor De Wane re: To create an ordinance for employee wage and benefits be sent to the Administration and Executive Committees in resolution format providing budget fiscal impact as well as employee financial impact no later than the July meeting. *Referred to Admin & Executive Cmtes from November County Board.*

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to hold until next meeting. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Human Resources

4. Activity Report for October, 2014.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. Director's Report.

Human Resources Director Brent Miller advised the Committee that the RFP for the employee assistance program has been completed. Miller noted that after doing reference checks and interviews with the top two proposals, the County has decided to continue on with the current vendor.

Miller also reported that Employee Benefits Corporation has been selected as the vendor to administer the HRA and HSA accounts. Employees have been notified of this change and the implementation is underway.

Chair Fewell advised the Committee that Miller will be leaving the County soon for a position in another county and thanked him for his service to Brown County.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Corporation Counsel

6. Monthly Report for October, 2014.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Treasurer

7. Budget Status Financial Report for September, 2014.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. Treasurer's Financial Report for the Month of September, 2014.

Deputy Treasurer Mary Reinhart reported that the new Treasurer, Paul Zeller, had been sworn in earlier in the week. Reinhart stated that Zeller had a previous commitment for this evening, but was hoping to make it to the meeting before it ended.

Supervisor Jamir asked what the protocol was for installation of constitutional officers as he would have liked to be at Zeller's installation to offer his support as a member of the oversight Committee. Director of Administration Chad Weininger responded that this was somewhat of a unique situation as Zeller was elected through a special election. He noted that Zeller chose to have a small, private installation with his family present. Weininger stated that he will try to update the Committee in the future as to events like this.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Technology Services

9. Brown County Technology Services Steering Update.

Technology Services Director August Neverman provided the Committee with a monthly report for November, 2014, a copy of which is attached. Neverman thanked Jamir for being on the steering committee and noted that Ray Peterson from Shopko is the external CIO executive representative on the Executive team. The Executive team will meet quarterly or as needed and the working committee will meet monthly or as needed. This is an operational committee only and will be used for project prioritization internally. The group will report quarterly and Neverman asked what type of reporting the Administration Committee would like on this. Jamir suggested that Neverman include updates in his monthly report and the Committee agreed that that would be appropriate.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

10. **Discussion re: Tablets.**

Neverman asked the Committee if they desired him to take any more action on this issue as it was received and placed on file at the last meeting. The Committee indicated that nothing further needed to be done at this is time.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

11. **2014 Annual Report.**

Neverman indicated that the Annual Report has been completed and asked how the Committee would like to receive this. Fewell advised him to submit it so that it is on the next Committee agenda.

Neverman stated that the other thing he wished to advise the Committee of is that they have enabled some additional security with regard to mobile devices.

Fewell thanked Neverman for the changes that were made with regard to labeling the cameras in Room 200.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to hold until next meeting. Vote taken.
MOTION CARRIED UNANIMOUSLY

Department of Administration

12. **Budget Status Financial Report for October, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

13. **2014 Budget Adjustment Log.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

14. **Director's Report.**

Director of Administration Chad Weininger mentioned the financial statement results and noted that the County is trending fairly well, but there are a few areas that they need to keep an eye on. He noted that the Circuit Courts has a positive variance which is attributed mainly to the State aid received in July for the second half of the year. The Clerk of Courts has a negative variance which is due to revenues trending lower than expected however this is partially offset by savings in salaries. Weininger continued that Land Conservation appears to be about \$123,000 to the good and there will be a budget adjustment coming for \$40,000 to buy vehicles. Parks has a shortfall in revenues as a result of the Adventure Park and they will be keeping a close eye on that. Human Resources appears to have a large under budget, however, Weininger noted that that is because sick day and casual day payments have not been made yet. He also noted that the Register of Deeds continues to recognize shortfalls due to decreased real estate activity. The CTC is also looking at a shortfall of about \$700,000 after depreciation is figured in. Proactive steps are being taken with regard to this, but Administration will continue to monitor. Weininger concluded that there is a shortfall in Child Support which was expected due to an error in the calculation of budgeted revenue.

Supervisor Schadewald asked what the figures are when everything is taken into account. Weininger stated that they did plan on using fund balance which was budgeted for roughly \$800,000 negative, but the \$3.1 million dollars that they said they were going to use from the fund balance for the 911 system and CAD system will not be used as this project will be bonded, so realistically, Weininger felt it will be about \$300,000 to the good, however, he noted that this is subject to change before the end of the year.

Schadewald commented that in the future he would like to see how each department trended for previous years to assist in the budget process. Weininger stated that this could be done. He continued that for the 2015 budget, they looked at where they ran short in the past and tried to make adjustments. He noted that the Board sometimes took a different direction, but they do try to forecast what is needed so adjustments can be made.

At this time Treasurer Paul Zeller addressed the Committee. He apologized to the Committee for being late and noted that he had a prior commitment. He said he is very happy and pleased to be able to serve the residents of Brown County as Treasurer. He also stated that he was very pleased to appoint Mary Reinhart as Deputy Treasurer and that will be official as of the end of this week. He was very appreciative of the help he has received from Reinhart and the rest of the staff in the Treasurer's Office. He is looking forward to working with the Administration Committee in the future.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Closed Session

15. **Open Session: Discussion and possible action on the Circuit Court Case No. 14-CV-0930, entitled Dan J. Fehrenbatch v. Brown County.**

No open discussion occurred on this item. *No action taken.*

16. **Convene in Closed Session to discuss and confer with Corporation Counsel in regards to Circuit Court Case No. 14-CV-0930, entitled Dan J. Fehrenbatch v. Brown County (GetMOR litigation), pursuant to Wis. Stat. § 19.85(1)(g) "any meeting of a governmental body may be convened in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to enter into closed session. Roll Call: Jamir, Schadewald, Fewell. MOTION CARRIED UNANIMOUSLY

17. **Reconvene in Open Session: Discussion and possible action on the Circuit Court Case No. 14-CV-0930, entitled Dan J. Fehrenbatch v. Brown County.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to return to open session. Roll Call: Jamir, Schadewald, Fewell. MOTION CARRIED UNANIMOUSLY

Child Support – No agenda items.

Other

18. **Audit of bills.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Adjourn.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to adjourn at 6:15 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
 Recording Secretary



Technology Services, Monthly Report, Nov 2014

11/20/2014

Items of Note

1. Our first Technology Steering Committee Executive team meeting was 11/18. Ray Peterson from Shopko is our external CIO executive representative on the Executive team. The working team was named and is made up of three standing and five rotating department heads (or designees) as members. Working team meetings will follow.
2. The 2014 Technology Services Annual Report Completed. We will share with the Admin Committee upon request.
3. Enabled a technology "block" to require secure County email for mobile devices. ActiveSync via MDM for Android, iPhone and iPad.

Activity Summary for mid-Oct thru mid-Nov

4. Month of October TS closed 576 work orders.
5. For the Nov 2014 Elections, the new web posting process worked well.
6. Library went live with cloud application (Sirsi Dynix). Technical solution avoided hundreds of desktop deployments. Cost was slightly higher than originally expected.
7. Email upgrade from 2003 to 2013 and Domain upgrade continues. 25 of 33 departments complete. Sheriff was completed. (still on track to be complete by March 2015) Detail Link: http://www.employees.co.brown.wi.us/intranet_d/InformationServices/Exch%20Domain%20Migration/Upgrade%20and%20Migration%20Schedule_08182014.pdf
8. Staffing
 - a. New job descriptions started for 2016.
 - b. Scott Witt selected and accepted the Server and Storage Specialist (*replaced the security position*). The paperwork to approve the filling of his former position, as a Technical Analyst II, will be submitted as soon as job descriptions are completed, we may request an LTE during the change process.
 - c. Kassina Regennitter filled the LTE help desk position (*replaced the Office Manager position*).
 - d. Annual reviews in progress – the reviews also include the 1% bonus discussions.
 - e. Martha Janssen took over as lead PM (*replaced Dani Young*)
9. Public Digital Displays work continues. UW Extension, Museum and North Building are active as of 11/20/2014.
10. Upgraded ProPhoenix.